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Lynne -

6 September 1966

TO : All ONE Division, Branch and Staff Chiefs.  
FROM : Assistant Director, Research and Reports.  
SUBJECT: Clarification of Procedures for Initiating Collection Requirements.

1. In the future, collection requirements are to be initiated as follows:

- a. Requirements exclusively non-COMINT in nature and to be levied on a non-COMINT collector are to be written in terms of the lowest possible classification and submitted to St/I for processing.
- b. Requirements which are COMINT in nature and which must be levied on the National Security Agency or on any other COMINT collector are to be kept within the COMINT channel and processed through St/S.
- c. Requirements to be levied on a non-COMINT collector that are generated with COMINT materials as background data are to be sanitized, if possible, and submitted to St/I for processing. In the event a strong justification describing the need for the information cannot be made without COMINT support, a non-COMINT requirement together with a COMINT justification should be drafted and submitted to St/S for processing.

2. If any questions arise concerning the implementation of these procedures, either Chief, St/I or Chief, St/S should be consulted.

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